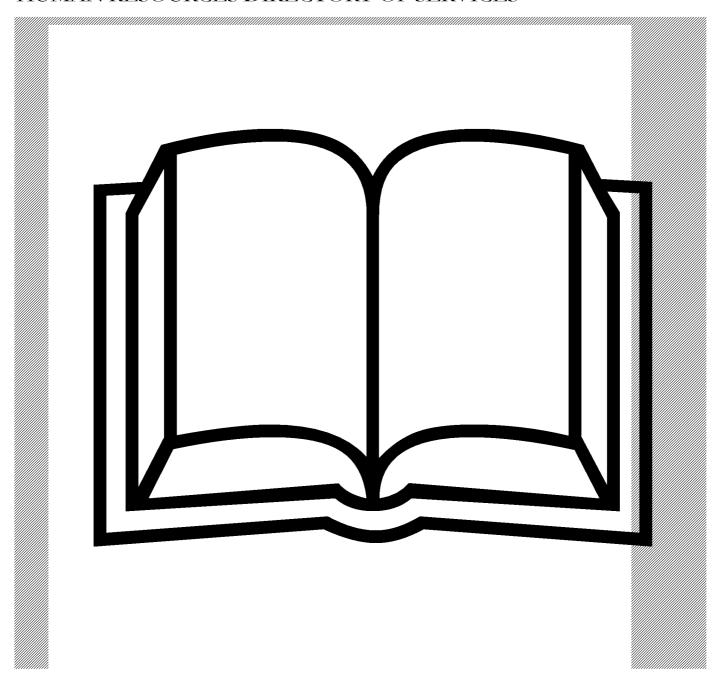
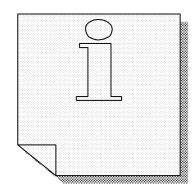
## HUMAN RESOURCES DIRECTORY OF SERVICES



# State Police Human Resources Section

## Points of Contact

There are five interdependent workgroups in the SP Human Resources Section: the Benefits Unit, the Employment Section, the Employee Relations Unit, the Occupational Health Unit, and the Office of the Human Resources Director. Each workgroup includes a manager and professional staff who can provide answers and guidance in response to any HR-related inquiry. Please use this Directory to locate a staff member when you need assistance.



#### BENEFITS UNIT

## Linda Turner (508) 820-2294

Function: Benefits Administrator
Call To: Request a non-medical leave,
explore retirement options, or receive
assistance with creditable service/buy-backs.

## Michael Faiola (508) 820-2655

Function: Benefits Coordinator

Call To: Receive help with GIC, HCSA/DCAP and long-term disability matters or to discuss benefits upon resignation from state service.

### OCCUPATIONAL HEALTH UNIT

## Sue Viall (508) 820--2291

Function: Director of Occupational Health
Call To: Report an industrial accident,
hazmat exposure, or safety incident.

## Julie Parrettie (508) 820-2369

Function: Occupational Health Coordinator Call To: Request an FMLA leave or to enroll in or withdraw from the EILB.

#### Leona Vieira (508) 988-7440

Function: Line-of-Duty Coordinator (Swom)
Call To: Make contact with the Occupational
Health Unit if other staff members are
unavailable. Leona works primarily with State
Police officers who have been injured in the
line of duty. However, she provides general
Occupational Health assistance also.

### OFFICE OF THE HR DIRECTOR

## Shawn T. Givhan (508) 820--2656

Function: Human Resources Director
Call To: Report a harassment, ADA, or
workplace violence concern, complete
performance evaluations and mandatory
training, or to discuss workforce management.

Juliana Namawejje (508) 820-2697
Function: Human Resources Assistant
Call To: Receive general HR direction or
guidance. Juliana is the point of intake for HR
inquiries. She will route you to the appropriate

## manager, paperwork, or source of information. **Jani Ricci** (508) 820-2285

Function: Human Resources Coordinator
Call To: Obtain or submit forms for Tuition
Remission, state Fellowship or Performance
Recognition Programs or for PACE issues.

## **Kathie Davenport** (508) 820-2155

Function: Human Resources Coordinator
Call To: Obtain or submit forms for the
SERV, COMECC or Blood Donation Leave
programs, or to change address and/or
personal info in HR/CMS.



#### **EMPLOYMENT SECTION**

## Michael Howard (508) 820-2296

Function: Director of Personnel
Call To: Initiate a job posting, conduct a hiring process, discuss job classification issues, or review state job qualifications.

# **Jennifer Vasapolli** (508) 988-7236 Function: Personnel Analyst

Call To: Procure or dismiss a temporary employee, correct a personnel transaction, or to research or audit personnel action errors.

#### **EMPLOYMENT CONTINUED:**

#### Connie Cascio (508) 820-2290

Function: Personnel Officer

Call To: Track hiring and appeal processes,

## obtain a Form 30, or schedule job interviews. **Kelly DeWolfe** (508) 820-2212

Function: Personnel Officer

Call To: Make contact with the Employment Section if other staff members are unavailable. Kelly works with GIC and also State Police processes relative to sworn personnel actions, records, programs, and publications.



## **EMPLOYEE RELATIONS UNIT**

## Gary Murphy (508) 820-2332

Function: Director of Employee Relations
Call To: Request interpretation of a
collective bargaining agreement, review
employee grievances, or seek advice about
employee discipline and/or prospective
termination of regular employees.

## Patricia Lavin (508) 820-2293

Function: Deputy Dir. of Employee Relations
Call To: Set up alternative work agreements
or for employment law and policy guidance.

## OTHER IMPORTANT NUMBERS

 Civil Rights/AA Officer
 (508) 988-7002

 HR General Fax No.
 (508) 820-2211

 HR Confidential Fax No.
 (508) 988-7058

 HR Switchboard
 (508) 820-2339

 Payroll Help Line
 (508) 820-2157

 Elissa Robertson, Payroll
 (508) 988-7417

 Bill McCarthy, Payroll
 (508) 820-2169

 Payroll Fax
 (508) 820-2165

To contact us by email please write to hr@pol.state.ma.us